

UNIVERSITY OF KWAZULU-NATAL

2016

PUBLICATION

COUNT

Guidelines

Annual submission of research outputs to the Department of Higher Education and Training (DHET)

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PUBLICATION COUNT

1. INTRODUCTION

Annual submission of research outputs to the Department of Higher Education and Training (DHET)

The publication count exercise is the annual compilation of the University's research output, which is submitted to the national Department of Higher Education and Training (DHET) for government subsidy to the institution. Each researcher is responsible for the collection and up-loading of data on IRMANET for the publication count. Detailed information on the publication count process, extracted from the DHET policy on measuring research outputs of public Higher Education Institutions, is provided below. Please note that all outputs in the recognised categories must **meet the criteria of accreditation** in order to qualify for inclusion in the publication count.

2. JOURNAL ARTICLES

2.1 Definition

Journals refer to *peer-reviewed periodical publications devoted to disseminating original research and new developments within specific disciplines, sub-disciplines or field of study*. These include original articles, research letters, research papers, and review articles. Only **accredited/ approved journals** are subsidised (see below).

2.2 Lists of DHET accredited/approved journals

For purposes of subsidy, only DHET accredited/approved journals are recognised. Titles of all 2016 DHET accredited/approved journals on the *Sciences Citation Index of the Institute of Scientific Information (ISI)*, the *International Bibliography of Social Sciences (IBSS)*, the *Norwegian list*, the *Scientific Electronic Library Online (SciELO) SA*, *Scopus*, and *South African Journal (DHET)* are available on the Research Office website using the following link:

<http://research.ukzn.ac.za/DoHETAccreditedJournals.aspx>

2.3 Proof of UKZN affiliation and submission of paper copy

Researchers are required to send a photocopy of the first and last page of each published journal article, wherein the following are clearly stated: **name of journal, volume, year of publication, title of the article, page numbers, name(s) of author(s) and proof of author affiliation to UKZN** (see examples).

- If the information listed above is not published on the first page, please **also copy** the relevant pages which bear the required information.
- Highlight the above information on each paper copy, as shown on the examples below.

2.4 Examples of journal articles showing author affiliation

South African Journal of Botany 103 (2016) 230–240



Contents lists available at ScienceDirect

South African Journal of Botany

journal homepage: www.elsevier.com/locate/sajb



African leafy vegetables as bio-factories for silver nanoparticles: A case study on *Amaranthus dubius* C Mart. Ex Thell



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ABSTRACT

Nanoparticles are used across many scientific and pharmaceutical fields and are found in products that come into close contact with the human body. There is a growing need for 'green synthesis' of silver (Ag) nanoparticles and plant-mediated synthesis is becoming increasingly popular. The current study aimed to firstly synthesise Ag nanoparticles using fresh and freeze-dried leaves, stems and roots of the African leafy vegetable, *Amaranthus dubius*. The synthesised Ag nanoparticles were subsequently characterised using UV-visible spectroscopy, scanning electron microscopy (SEM), transmission electron microscopy (TEM), energy-dispersive X-ray (EDX) analysis and Fourier transform infrared (FTIR) spectral analysis. The bioactivity (antibacterial and antifungal) of the synthesised Ag nanoparticles was also assessed using the minimum inhibition concentration (MIC) method. The results suggest that *A. dubius* plant extracts can serve as environmentally benign bio-factories for the synthesis of bioactive Ag nanoparticles. However, the characteristics of these nanoparticles differed based on the organ used to prepare the extract and whether the plant material was fresh or freeze-dried. Silver nanoparticle yield was greatest in the freeze-dried and fresh leaf extracts of *A. dubius*. However, EDX analysis revealed nanoparticles produced using freeze-dried and fresh stem extracts to contain the most elemental Ag. Silver nanoparticles synthesised from the different plant organs all displayed a spherical shape; however, Ag nanoparticles synthesised from the stem extracts (30–35 nm) were significantly larger than those synthesised from leaf and root extracts (18–21 nm). FTIR analysis confirmed the presence of carbonyl groups, proteins and aldehydes on nanoparticles produced using all extract types. The Ag nanoparticles synthesised from fresh stem extracts displayed the highest antimicrobial activity compared with those synthesised from the other plant organs. Fresh stem extracts of *A. dubius* appear to be most suitable for biosynthesis of Ag nanoparticles, yielding the largest nanoparticles, with the highest elemental Ag content, and greatest inhibition of microbial growth.

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1. Introduction

Nanotechnology, or the study of the synthesis and application of extremely small particles called nanoparticles (<100 nm), has numerous applications in chemistry, biology, medical science, energy science and pharmaceuticals (Irvani, 2011; Vanaja and Annadurai, 2012). Nanoparticles are especially important antimicrobial agents since disease-causing microorganisms (such as bacteria and fungi) are showing increasing resistance to conventional biocides (Kim et al., 2007; Rai et al., 2009). The numerous uses of nanoparticles arise from their physical properties including their large surface-area-to-volume ratio, shape, size and morphology (Irvani, 2011; Safavi, 2012; Smith et al., 2006; Vanaja and Annadurai, 2012). Metal nanoparticles, which are found in toothpastes, sanitary ware coatings, sunscreens and some foods (Banerjee and

Narendhirakannan, 2011), are traditionally synthesized using a 'top down' approach, which involves size reduction of an appropriate material using chemical or physical treatments (Thakkar et al., 2010; Mittal et al., 2012). Less frequently, nanoparticles are synthesised using a 'bottom up' approach, where the nanostructure building blocks of the nanoparticle are first formed and then assembled using chemical or biological synthesis (Thakkar et al., 2010; Mittal et al., 2012).

Biological synthesis (i.e., use of living organisms) or 'green synthesis' methods, which are more cost-effective and environmentally friendly (Dubey et al., 2009; Kumar et al., 2010; Banerjee and Narendhirakannan, 2011; Mallikarjuna et al., 2011) than traditional chemical or physical synthesis methods (Bar et al., 2009; Vanaja and Annadurai, 2012), often use plants to produce silver (Ag) (Kim et al., 2007; Rai et al., 2009; Asmathunisha and Kathiresan, 2013), copper (Lee et al., 2011) and gold (Asmathunisha and Kathiresan, 2013) nanoparticles. Here, quality nanoparticles are produced in a short space of time by incubating crude aqueous extracts from various plant organs with an aqueous solution of a metal salt; metabolites in the extract then reduce the metal ions in solution to produce metal nanoparticles (Bar et al., 2009; Mittal et al., 2012).

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African Indigenous Knowledge Systems and Natural Disaster Management in North West Province, South Africa

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University of KwaZulu-Natal, South Africa and North-West University, South Africa

KEYWORDS North-West Province. Early Warning Systems. Environmental Conservation. Botswana. Intellectual Property

ABSTRACT Contrary to the western view the Batswana were not mere victims of natural disasters. The case study of their indigenous knowledge systems on natural disaster management, demonstrates the wide knowledge they had on environmental management. Using participatory and interactive methods the study found that the Batswana utilised the behaviour of natural phenomena of biotic and abiotic factors, as early warning indicators of natural disasters. However, much of this knowledge is not documented and hence vulnerable to loss when the older knowledge holders die. The study recommends the following: further research should be done on these knowledge systems so that they contribute to policy development and the search for sustainable solutions to natural disaster management and climate change; the knowledge should be integrated into the educational curriculum for sustainability; and appropriate legal and policy frameworks should be enacted to protect the intellectual property rights of the indigenous knowledge holders and practitioners.

INTRODUCTION

The effects of natural disaster such as floods, droughts and earthquakes to cyclones, landslides and tsunamis affect both developing and developed countries. The loss of life and property is becoming more destructive in most countries, both developed and developing. In the context of this discussion natural disaster refers to extreme and sudden events resulting from environmental causes that lead to loss of property and life. These include floods, drought, diseases and landslides. (Salim 2002). Kamara (2008) indicates that a large number of people in Africa, in both rural and urban communities live in hazard-prone areas and have over the years developed various indigenous or community-based knowledge systems (IK) of adapting and mitigating against these natural disasters. These knowledge systems developed over years and traditionally transmitted orally across and within generations, include skills, technologies, practices and beliefs on the natural environment (World Bank 2004). This elaborated by Forno (1996) who states that in the African indigenous worldview, natural resources such as land, water, animals and plants are not just production factors with economic significance, but have also natural and cultural significance in the lives of communities (UNEP 2005). It is this symbiotic relationship between human culture including social practices and nature that enabled African traditional communities to devel-

op a wide knowledge of early warning systems against natural disasters (Brokensha and Riley 1991). This paper demonstrates that the Batswana had also a rich knowledge of natural disaster management. The Batswana in North-West Province, South Africa are composed of various ethnic communities. These include the Barolong (Mafikeng), Bafokeng (Phokeng), Bakgatla (Moruleng), Batlhaping (Taung), Bahurutshe/Batshweneng (Lehurutse), Batlokwa (Tlokweng) and Baphiri (Mabalstaad).

METHODOLOGY

The study used a participatory research approach involving interactive research methods such as depth interviews, focus group discussions and participant observations. Macaulay (2007) explains that in the past, researchers never involved the community knowledge holders in the research process. This led to the stigmatisation of local communities and publishing negative findings. The participatory research process involves a partnership between the researcher and those being researched.

In this study Batswana community knowledge holders and practitioners were actively involved in the research process in problem identification, selection of study cases and interpretation of the data collected. The study was conducted among the following Batswana tribal grouping in the North-West province, that is, Barolong, Baphalane, Baphiri, Bakgatla, Batlhap-

2.5 Journal articles not subsidised

The following types of articles appearing in journals are not subsidised:

- Correspondence to the editors
- Abstracts or extended abstracts
- Keynote Addresses
- Obituaries
- Book reviews
- News articles
- Advertorials
- Previously published articles

2.6 Application for journal accreditation

Accreditation for journals not listed by the DHET may be applied for. Please refer to Section 6.

2.7 DHET calculation of units

A research article published in an approved journal will be subsidised as a single unit (1 unit), if all the authors are affiliated to the claiming institution. In the case where authors are affiliated with two or more institutions, the subsidy is shared between the claiming institutions.

3. BOOKS

3.1 Definition

Books refer to *peer-reviewed, non-periodical scholarly or research publications disseminating original research on developments within specific disciplines, sub-discipline or field of study*. Only books that meet specified criteria are subsidised.

3.2 Examples of different types of books

Monographs, which are relatively short books or treatise on a single scholarly subject written by a specialist(s) in the field and are generally not extensive in scope.

Chapters, which are one or more major divisions in a book, each complete in itself but related in theme to the division preceding or following it.

Edited works, are collections of scholarly contributions written by different authors and related in theme. A book may have one or more editors.

Please Note:

Papers presented at a conference and subsequently produced in book form are considered “Conference Proceedings” and not “Books for the Specialist”.

3.3 Criteria used to evaluate books

- The purpose of the book must be to disseminate original research and new developments within specific disciplines, sub-disciplines or field of study.
- The book must be peer-reviewed as a research output prior to its publication and supporting evidence must be provided in the book or from the publishers. In instances where publishers are directly approached, please request a generic statement that specifies the peer-review process, rather than a specific statement relating to your publication.
- The book must have an International Standard Book Number (ISBN or e-ISBN).
- The length of the book must be a minimum of 60 pages, excluding references, bibliography and appendices.
- The target audience of the book must be specialists in the relevant field.
- In the event that the book is published in a language other than English, the institution must submit a summary of the output in English (minimum of one page). Similarly, any supporting evidence or documentation must also be provided in English.
- The minimum contribution from a book that will be considered for evaluation will be a complete division of a book such as a chapter.

3.4 Proof of UKZN affiliation and submission of paper copy

Please supply the following information as well as a copy of the book that has met the criteria above:

- Original books are required to be submitted **even when only a chapter is being claimed**. If the original book cannot be submitted, a photocopy of the **complete book** must be provided. Please note that originals make it easier for the panel to evaluate submissions. Return of book/s is guaranteed.
- Please highlight the following on the copies: **UKZN authors and proof of affiliation, ISBN, proof of peer-review and year of publication**.

Please note:

- An evaluation panel of senior professionals from the higher education community is elected annually by the DHET to evaluate all books and proceedings submitted by claiming institutions. This independent panel evaluates these outputs together with the relevant accompanying information individually prior to recommending the allocation of units for each book or proceeding based on the above minimum criteria.
- As a rule, outputs emanating from commissioned research or contracts paid by contracting organisations will not be subsidised by the DHET.

Note for publishers:

- Books must be peer-reviewed as a research output and such supporting evidence must be provided in the book or from the publishers (See example).

3.5 Example of letter from publisher



22 January 2015

TO WHOM IT MAY CONCERN

Re. Proof of peer review: *Rethinking the South African Crisis: Nationalism Populism, Hegemony* by Gillian Hart

Manuscripts accepted for consideration by the University of KwaZulu-Natal Press as a matter of course undergo a rigorous peer-review process. Manuscripts are submitted to at least two experts in the field, based either in South Africa or abroad depending on the scope of the proposed book. A decision to publish will require at least two favourable peer-review reports, and authors are expected to incorporate appropriate recommendations that may be put forward by the peer reviewers in consultation with the editor and publisher.

This is to confirm that *Rethinking the South African Crisis*, ISBN 978-1-86914-251-3, published in 2013 by the University of KwaZulu-Natal Press, was peer reviewed by two independent reviewers.

There is a convention of trust between publishers and peer reviewers that their names will not be revealed and that the content of their reports will remain confidential.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Debra Primo', is written over a horizontal dashed line.

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UKZN PRESS
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Email: books@ukzn.ac.za



PEETERS

PUBLISHERS AND BOOKSELLERS

To: Prof. Dr. Paul Bernard Decock

University of KwaZulu-Natal

South Africa

Leuven, February 8, 2013

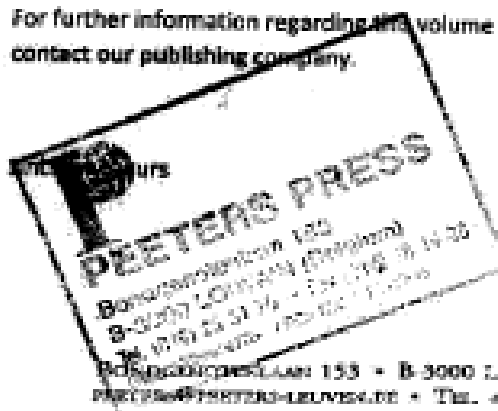
Re: Geert Van Oyen and Tom Shepherd, *Resurrection of the Dead. Biblical Traditions in Dialogue*, *Bibliotheca Ephemeridum Theologicarum Lovaniensium* 249, Leuven: Peeters, 2012.

Dear Professor Decock

Peeters Publishers has had the rule of double review for every manuscript from its foundation onwards. The directors of our series as well as our journals work hard to continue to ensure the quality of our series and journals.

Therefore I hereby wish to declare that all articles to the Peeters publication, *Resurrection of the dead. Biblical Traditions in Dialogue*, edited by Prof. Dr. Geert Van Oyen and Prof. Dr. Tom Shepherd, which was published in 2012 by Peeters, (ISBN 978-90-429-2689-9) underwent a thorough peer review process. Each contribution to this volume was carefully examined by recognised international specialists from the field prior to publication. The peer reviewed evaluation examined each contribution to the volume for its inherent academic quality, its coherence with the overarching theme of the volume and its contributions to the discipline. When an essay was deemed of appropriate quality and scholarly acumen, it was returned with comments to the contributors in order to address any issues of style or content that needed attention. Revised versions of essays underwent final copy-editing before contributors were given a last opportunity for review and acceptance. The process took several months.

For further information regarding the volume and the process by which it was produced, feel free to contact our publishing company.



3.6 Books not subsidised

The following types of book publications are not subsidised:

- Dissertations and theses;
- Text books, professional handbooks and study guides;
- Reference books, Dictionaries and Encyclopaedias;
- Speeches of any type and nature;
- Reports forming part of contract research and other commissioned work;
- Works of fiction

3.7 DHET calculation of units

A book may be subsidised to a maximum of 10 units based on the number of pages being claimed relative to the total number of pages of the book, where relevant. Where authors are affiliated with two or more institutions, the subsidy is shared among the claiming institutions.

A guide on unit allocation for book publications is as follows:

- A chapter in a book = 1 unit
- A book of a minimum of 60 pages but less than 90 pages = 2 units
- A book of 90 pages and above, but less than 120 pages = 3 units
- A book of 120 pages and above, but less than 150 pages = 4 units
- A book of 150 pages and above, but less than 180 pages = 5 units
- A book of 180 pages and above, but less than 210 pages = 6 units
- A book of 210 pages and above, but less than 240 pages = 7 units
- A book of 240 pages and above, but less than 270 pages = 8 units
- A book of 270 pages and above, but less than 300 pages = 9 units
- A book of 300 pages and above = 10 units

4. CONFERENCE PROCEEDINGS

4.1 Definition

Proceedings refer to a *published record of a conference, congress, symposium or other meeting whose purpose is to disseminate original research and new developments within specific disciplines, sub-disciplines or field of study*. Only proceedings that meet specified criteria are subsidized.

4.2 Criteria used to evaluate conference proceedings

- The purpose of the proceedings must be to disseminate original research and new developments within specific disciplines, sub-disciplines or field of study.
- Articles accepted for publication in the proceedings must be peer-reviewed prior to publication and published in full.
- The proceedings must have an International Standard Book or Serial Number (ISBN or ISSN).
- The target audience of the proceedings must be specialists in the relevant field.

- In the event that the published proceeding is in a language other than English, the institution must submit an abstract of the proceeding in English. Similarly, any supporting evidence or documentation must also be provided in English.

Please note:

- Where proceedings are published in an approved journal, the output will be treated as a journal article.

4.3 Proof of UKZN affiliation and submission of paper copy

Please supply the following information and photocopies of conference proceedings that meet the criteria set out above:

- Copies of the front and back covers, ISBN, table of contents, lists of contributors and their affiliation, preface, introduction, foreword, all papers by UKZN authors, peer-review statement from the proceeding or from the publisher indicating that the *full papers* were refereed *prior* to publication.
- Please highlight the following on the copy: UKZN authors and proof of affiliation, ISBN, proof of peer-review and year of publication.

4.4 Conference proceedings not subsidised

The following types of articles appearing in proceedings are not subsidised:

- Correspondence to the editors
- Abstracts or extended abstracts
- Obituaries
- Book reviews
- News articles
- Advertorials
- Previously published material
- Keynote addresses and invited papers; and
- Those published as "Work in Progress Papers", "Short Papers", "Brief Communications" and "Technical Notes".

4.5 DHET calculation of units

Proceedings that meet the above criteria will be allocated a maximum of one-half of a unit (0.5) provided that all the authors are affiliated to the claiming institution. In the case where authors are affiliated with two or more institutions, the subsidy is shared between the claiming institutions.

5. GENERAL

5.1 Author affiliation

The DHET requires evidence that the author(s) being claimed conducted the research at UKZN which lead to the publication. Should this information not appear on the paper, then the Dean and Head of

School must confirm in writing to the university Research Office that the author undertook the research leading to the publication while working at UKZN.

5.2 Up-loading of publication data on IRMANET

Please up-load research output data on IRMANET on an ongoing basis. IRMANET allows for data entry of journal articles, books and book chapters, conference proceedings and graduated students (masters and doctoral). Please also up-load a pdf of the final print version of the journal article. Please contact Mr Wilondja Muzumbukilwa at extension 7224, email muzumbukilwaw@ukzn.ac.za (College of AES and College of Health Sciences) or Ms Joly Lutakwa at extension 2031, email lutakwa@ukzn.ac.za (College of Humanities and College of Law and Management Studies) for assistance.

5.3 Documents and paper copies

It is imperative that data up-loaded on IRMANET is accurate and that documentation is complete and submitted to the university Research Office, in order to avoid rejection by the assessment committee and external auditors.

Please note:

- Each year the journal articles are audited by external auditors prior to submission to the DHET.
- Handwritten information is not acceptable by the auditors or the DHET.
- Internal assessment of books and refereed conference proceedings is undertaken by the College Research committee.

5.4 Deadlines

The internal closing date of the University Research Office for submission of all paper copies and other documentation in respect of the 2016 publication count is **17 February 2017**.

5.4.1 Journal articles

In the case of Journal articles, the paper copies should be sent to the University Research Office on or before **17 February 2017**.

5.4.2 Books, chapters and conference proceedings

In the case of Books, Chapters in Books and Conference Proceedings, the paper copies should be sent to the College Research Committee by the **date set by the College**.

5.5 Late submissions

- Higher education institutes may only claim once for each subsidisable research output. Institutions must claim the outputs with a publication date of the preceding year (n-1) in the current reporting year (n)
- Late submission of research outputs for the year (n-2) may be considered for evaluation. **The researcher must provide supporting evidence stating reasons for the late submission, such as late publication of the journal, book or proceedings by the publisher.** However, the Deputy Vice Chancellor or University Dean of Research must motivate for the late submission to be considered stating reasons for the late submission.

6. GUIDELINES FOR JOURNAL ACCREDITATION ONTO DHET LISTS

6.1 International journals

For journals published outside South Africa, which do not appear on the ISI, IBSS or Scopus indices, the editorial office of the particular Journal should be requested to apply for inclusion of that journal on the ISI, IBSS or Scopus Indices.

- ISI selection process:
<http://wokinfo.com/essays/journal-selection-process/>
- IBSS selection process:
<http://www.lse.ac.uk/collections/IBSS/support/informationPublishers.htm>
- Scopus selection process:
<https://www.elsevier.com/solutions/scopus/content/content-policy-and-selection>

6.2 South African journals

South African journals which, in the opinion of the editor, comply with the minimum criteria for inclusion may apply to the Department for inclusion in the List of accredited South African Journals:

The following information accompanied by a physical copy of the journal should be sent to the Research Office by **24 December** of each year for submission to the Department of Higher Education and Training for the journal to be considered for inclusion, effective the following calendar year:

- The purpose of the journal must be to disseminate research results and the content must support high level learning, teaching and research in the relevant subject area;
- Articles accepted for publication in the journal must be peer reviewed;
- At least 75% of contributions published in the journal must emanate from multiple institutions;
- (The journal must have an International Standard Serial Number (ISSN));
- (The journal must be published at the frequency it is intended to be published, e.g. quarterly, biannually, annually or biennially);
- The journal must have an editorial board, with more than two-thirds of the editorial board members beyond a single institution, and which is reflective of expertise in the relevant subject area;
- The journal must be distributed beyond a single institution; and
- Journals must include English abstracts if their language of publication is not English.

6.3 Minimum criteria for a journal to be eligible for inclusion in the list of approved journals

- The purpose of the journal must be to disseminate research results and the content must support high-level learning, teaching and research in the relevant subject area.
- Articles accepted for publication in the journal must be peer reviewed.

- The majority of contributions to the journal must be beyond a single institution.
- The journal must have an International Serial Number (ISSN).
- The journal must be published regularly.
- The journal must have an editorial board that includes members beyond a single institution and is reflective of expertise on the relevant subject area.
- The journal must be distributed beyond a single institution.

7. OTHER RESEARCH OUTPUT

7.1 INTERNATIONAL AND LOCAL CREATIVE CONTRIBUTIONS

7.1.1 UKZN CRITERIA FOR THE ASSESSMENT OF CREATIVE CONTRIBUTIONS

Published creative writing (fiction, drama, volumes of poetry, translations)

- The creative writing (fiction, drama, volume of poetry, translation) must be published by a reputable publisher.
- The volume (novel, collection of short stories, play or poetry) must be submitted together with at least two appropriate reviews as well as a coordinating report by an expert in the field.
- Only novels, short story collections, plays and volumes of poetry will be recognised, not individual short stories or poems.
- Translations of novels, short story collections, plays or volumes of poetry must also be submitted together with at least two appropriate reviews as well as a coordinating report by an expert in the field. In addition, the translator should submit a report explaining the purpose of the translation and the theoretical concerns that inform it. Routine translation of commercial works should not qualify for publication award, only translations that aim to extend the discipline of translation studies.
- Winning a recognised national or international creative writing prize/ award/ medal/ competition will qualify such a work for publication award.

Public performance (music: concert/ recital; drama: directing/ acting/ design; dance: choreography/ performance)

- The performance must be a scheduled, advertised public performance and not simply part of student training within the institution.
- A clear distinction should be made between routine 'commercial' performances, which should not qualify for publication award, and those which extend the particular performing arts discipline and may therefore qualify for publication award.
- Two reviews/ assessments/ reports to be submitted together with a coordinating assessment of the performance by an expert in the field.
- In addition, the applicant should submit a report explaining the conception of the performance and the theoretical concerns that inform it.
- Winning a recognised national or international award/ prize/ medal/ competition will qualify such a performance for publication award.

Musical compositions/ arrangements

- Music compositions or arrangements submitted for publication award should be groundbreaking ones that show a high level of originality and creativity.

- The musical score or CD to be submitted together with two reviews/ assessments/ reports as well as a coordinating report by someone of standing in the field.
- In addition, applicants for publication award for musical compositions/ arrangements should submit a report explaining the conception of the work and the theoretical concerns that inform it.
- Musical compositions/ arrangements that win recognised national or international awards/ prizes/ medals/ competitions will qualify for publication awards.

Fine arts (ceramics, painting, sculpture, etc.)

- Exhibitions of work must be in reputable galleries or museums.
- Submissions for publication awards for art exhibitions must be accompanied by appropriate documentation, at least two reviews/ assessments/ reports as well as a coordinating report by someone of standing in the field.
- In addition, applicants for publication awards for fine arts should submit a report explaining the conception of the work and the theoretical concerns that inform it.
- Individual works of art that win recognised national or international awards/ prizes/ competitions will qualify for publication awards.
- Acquisition of individual works by major national or international galleries, museums and collections will qualify the artist for a publication award.

Please note:

Creative contributions that meet the criteria above should be up-loaded on IRMANET and submitted to the University Research Office for committee approval.

7.2 JOURNAL AND BOOK EDITORIALS

7.2.1 UKZN CRITERIA FOR THE ASSESSMENT OF EDITORIALS

Journals and books

- The editor must have written a substantial introduction which is in itself an original contribution to knowledge. It has to be critical, substantial and researched based editorial.
- Merely being a member of the editorial board, the editor or co-editor without having written the research-based editorial does not qualify one for productivity awards.
- The criteria for evaluating a whole book / chapter is not the same as for the evaluation of book / journal editorial.

7.3 PATENTS

7.3.1 UKZN CRITERIA FOR THE ASSESSMENT OF PATENTS

- Only patents of inventions which were subjected to a strict technical examination in a particular country and which were subsequently granted can be regarded as part of the research output.
- If an invention is patented in more than one country, such an invention can only be considered once for the purposes of research output.
- An invention which is registered in one country as one patent but in another country as more than one patent is regarded as a single patent.

Submission of patent for evaluation

Please supply the following information and photocopies for the patent that meet the criteria set out above:

- The seal & patent (or certified copies).
- Written motivation with experimental research results in respect of the functioning of the report.

Final patent specifications and claims, together with drawings (if applicable)

Please note:

Only patents approved by the University IP Office will be awarded productivity units.

7.4 GRADUATED MASTERS AND DOCTORAL STUDENTS

- Verified against graduation lists.

7.5 STAFF WHO GRADUATED WITH PhDs

- Submit proof of doctoral degree and staff number to the University Research Office.

7.6 NRF RATING

- Verified against the NRF list.

8. REFERENCES

1. RSA. Dept. of Higher Education and Training. 2015. Research Outputs Policy. Government Gazette No. 38552 Vol. 597 11 March. Available at: <http://www.dhet.gov.za/Policy%20and%20Development%20Support/Research%20Outputs%20policy%20gazette%202015.pdf>. Accessed: 06 July 2015